**Academic Appeal**

If a student does not feel that his/her final grade is a fair representation of his/her work, the student should follow the prescribed procedure for appeal. The student has until the end of the next regular semester to initiate this process. The Vice President for Academic and Student Support Services must approve any extension of this time period.

**Methods of Resolution**

**Meet with Faculty/Academic Dean**

Should a misunderstanding arise in regard to a final grade, the student should meet with the faculty in an attempt to achieve a mutual understanding. If this does not resolve the situation, the student may wish to discuss the matter with the appropriate Academic Dean. A meeting of the student, the faculty, and the appropriate Academic Dean may provide new insights into the situation. The Academic Dean will then make a decision on the appeal and will notify the student in writing.

**Academic and Student Support Services Committee/Appeals Committee**

If the results from the above are unsatisfactory, the student may appeal to a college-appointed ad hoc appeals committee through the Dean of Student Support Services. The Dean of Support Services will serve as chair of the appeals committee.

The purpose of the procedures of academic appeal is two-fold: (a) the protection of the student in his/her quest for a grade commensurate with his/her abilities and efforts; and (b) to assure that the academic freedom of the faculty is not infringed upon.

1. The student or prospective student shall present, in writing, the issues surrounding his/her appeal by the end of the next fall or spring semester.
2. Within ten working days after receipt of the letter of appeal, the chairperson shall respond in writing as to the date, time, and place of the appeals committee meeting.
3. At the committee hearing, the student appealing will be invited by the chairperson to present his/her grievance. Upon completion of his/her grievance the student will leave the hearing. The faculty whose grade decision is being appealed will have an opportunity to state his/her reason for making the decision being appealed. Each person will be given the same amount of time to air his/her grievance.
4. The committee may vote to affirm, eradicate the decision, amend it, or let it stand. Within ten working days, the chairperson shall inform the student appealing the decision in writing of the committee's decision and the student's right to administrative appeal.

**Administrative Appeal**

If the results of the appeal to the ad hoc appeals committee are unsatisfactory, the student may appeal to the Vice President for Academic and Student Support Services by stating, in writing, the grounds for appeal.

Following an interview with the student, faculty, and academic dean, and chair of the ad hoc appeals committee, the Vice President for Academic and Student Support Services will give his/her decision in writing and the student's right to appeal to the President.

**Appeal to President**

If the results of the appeal to the Vice President for Academic and Student Support Services are unsatisfactory, the student may appeal to the President, in writing, precisely stating the conditions surrounding the case. The President will review the data and will respond to the person appealing with a date and time for an interview. During the interview, the President may elect to call those involved with the appeal to the Vice President for Academic and Student Support Services and other witnesses who have personal knowledge of the matter in dispute. The President will inform
the student making the appeal, the ad hoc appeals committee, and the Vice President for Academic and Student Support Services of his decision.

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